

# Cinderford Town Council Financial Risk Assessment & Council Risk Assessment

## Adopted 13 June 2023. Reapproved 11.06.2024. 13.05.2025, 12.05.2026

To be reviewed annually – next review May 2027

This document has been produced to enable CTC to assess the financial risks that it faces and to implement adequate steps to minimise them.

| SUBJECT                        | RISK(S)<br>IDENTIFIED                                                          | LEVEL<br>H/M/L | MANAGEMENT/CONTROL OF RISK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | REVIEW/ASSESS/REVISE         |
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| <b>FINANCE</b>                 |                                                                                |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |
| Budget & Precept               | Adequacy of precept in order for the Council to carry out its statutory duties | L              | <p>The Council receives monthly budget reports. A DRAFT budget is presented to Full Council for review and consideration. The report includes actual and projected position to the end of the year and indicative figures or costings obtained by the Clerk.</p> <p>The Precept is derived directly from this information and is considered and approved by Full Council and the request submitted to the Forest of Dean District Council within the specified deadline.</p>                                                                                                                                                                                                                                                                                                                              | Existing procedures adequate |
| Financial controls and records | Inadequate records                                                             | L              | <p>The Council has Financial Regulations which sets out the requirements and is reviewed on an annual basis. Rialtas financial software is used to prepare accounts and Council subscribes to the support services. Invoices are checked and initialled by staff before being presented to Council.</p> <p>All payments are approved at Full Council and a report compiled and attached to minutes for transparency. Cheques are used in limited circumstances and require two Councillor signatures and stubs and invoices are initialled by signatories.</p> <p>BACS payments are authorised by two Councillor signatories and is the preferred method of payment.</p> <p>Accounts are internally checked by the appointed Internal Control Checker (currently Cllr Tim Holder) on a monthly basis.</p> | Existing procedures adequate |

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|                               |                                                                                              |            | Internal Committee checks are undertaken by the Finance Committee on a quarterly basis.<br>Annual internal and external audits are considered by the Finance Committee/Council.<br>Council also appoint ACCLA and KJS Accounting.                                                                                                                                                                                                   |                              |
| Banking                       | Inadequate checks                                                                            | L          | The Council has Financial Regulations which set out banking requirements.<br>Money is regularly paid into bank on a when received basis.<br>No petty cash is held.<br>Accounts are reconciled on a monthly basis and recorded.<br>Earmarked reserves are recorded separately.                                                                                                                                                       | Existing procedures adequate |
| Receipt and payment of grants | Monies ringfenced and accurately managed<br>Power to pay and authorisation of Council to pay | L<br><br>L | Any transactions from a grant received are itemised separately.<br>All grant requests are made following the Grant Awarding Policy and a specific application form.<br>Grants awarded are approved by the Finance Committee.<br>It is minuted and listed accordingly.                                                                                                                                                               | Existing procedures adequate |
| Salaries and associated costs | Salary paid incorrectly<br><br>Unpaid Tax and Pension payments                               | L<br><br>L | Financial controls in place to pay staff salaries agreed in line with NALC pay scales. Any over or under payment would be adjusted at the next month.<br><br>SJS Bookkeeping, an external company, is used for payroll services and support.<br>BACS payments for PAYE & Pensions made monthly.<br>Internal check carried out by an Internal Checker and the Finance Councillors .<br>Annual internal and external audits in place. | Existing procedures adequate |
| VAT                           | Reclaiming                                                                                   | L          | VAT claims are completed electronically and report acknowledgement printed and kept in office.<br>Reviewed by Cllr Holder on monthly basis.<br>Reviewed by Finance Committee on a quarterly basis.<br>Rialtas financial software produces VAT reports.                                                                                                                                                                              | Existing procedures adequate |

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|                              |                                                      |   | Financial Regulations set out the requirements.<br>Annual internal and external audits.                                                                                                                                                                                                                                         |                                                                                       |
| Employees                    | Fraud by staff                                       | L | Insurance in place.<br>Receipts issued for income.<br>All payments require Clerk and two Councillor signatures.<br>Petty cash float not held.<br>All money banked when received.                                                                                                                                                | Existing procedures adequate                                                          |
| Best value<br>accountability | Work awarded<br>incorrectly                          | L | Town Council practice is to seek, if possible, three quotations<br>for any substantial work undertaken.                                                                                                                                                                                                                         | Existing procedures adequate                                                          |
|                              | Overspend on<br>services                             | L | For major work, competitive quotes and tenders would be<br>sought in line with the rules for contracts in Standing Orders<br>and Financial Regulations.<br><br>If problems encountered with contract, the Clerk would<br>investigate the situation and report to the Council.                                                   |                                                                                       |
| Loans                        | High interest rates<br>and non-recognised<br>lenders | L | Full Council to approve any loans.<br>Loans to be taken out via PWLB and two signatures required.                                                                                                                                                                                                                               | Existing procedure adequate                                                           |
| Annual Return                | Not submitted within<br>time limits                  | L | Annual return completed and submitted to Internal Auditor for<br>final completion and signing.<br><br>Placed on Full Council agenda for completing and signing by<br>the Council and then checked and sent to External Auditor<br>within time frame.<br><br>Council could ask for an extension to the deadline if<br>necessary. | Existing procedure adequate                                                           |
| Election                     | Mid-term election<br>costs                           | M | Town Council has started to build an election reserve and is<br>building this up in case of a mid-term election being called.<br>Measures cannot be adopted to minimise risk of a contested<br>election.                                                                                                                        | Continue to ensure monies are<br>earmarked for elections costs<br>when setting budget |

| ADMINISTRATION & LIABILITY                  |                                                                            |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                         |
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| Legal Powers                                | Illegal activity or payments                                               | L | All activity and payments with the powers of the Town Council to be resolved at Full Council.<br>The Town Council has adopted the General Power of Competence. Adopted in May 2023. Reviewed annually to ensure compliance and minuted. To readopt in 2027.<br>The council has a committee based structure which is reviewed annually.<br>Advice to be sought from GALC/SLCC when required.                                                                                                                                                                       | Existing procedure adequate                                                                             |
| Minutes/<br>Agendas/<br>Statutory documents | Accuracy and legality                                                      | L | Minutes and agendas are produced in the prescribed method and adhere to legal requirements.<br>Minutes are approved and signed at the next meetings.<br>Agendas displayed according to legal requirements.<br>Full Council meetings recorded and managed in accordance with policy.<br>Business conducted at meetings should be managed by the Chair.                                                                                                                                                                                                             | Existing procedures adequate                                                                            |
|                                             | Non compliances with statutory requirements                                | L |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Members adhere to Code of Conduct and Member/Officers Relations Policy and undertake adequate training. |
| Public Liability                            | Risk to third party, property or individuals                               | M | Insurance in place.<br>Open spaces checked regularly and reports compiled.<br>Reports of damage or issues investigated when damage reported.<br>Tree survey carried out externally and the Town Council is advised on maintenance by the tree surgeon. A Tree budget is in place for ongoing regular maintenance.<br>Risk assessments carried out on individual events.<br>Bookers required to hold Public Liability insurance and a risk assessment.<br>Health and safety services provided by BrightSafe and external guidance from BrightSafe can be obtained. | Existing procedures adequate                                                                            |
| Legal liability                             | Legal liability as consequence of asset ownership (especially playgrounds) | H | Insurance in place and new equipment added ad hoc.<br>Weekly playground inspections undertaken and written records kept.<br>Quarterly and annual RoSPA inspection undertaken.<br>Playsafety reports provided to Grounds & Maintenance Team                                                                                                                                                                                                                                                                                                                        | Existing procedures adequate                                                                            |

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|                              |                                              |     | to address issues highlighted. Regular meetings of Playing Field Committee held.<br>CTC are not responsible for cemeteries.                                                                                                                                                                                              |                                                                                                |
| Employer Liability           | Non-compliance with Employment Law           | L   | Membership of various national and regional bodies.<br>Town Clerk is a member of SLCC and the Council is a member of GALC (formerly GAPTC).<br>Policies in place.<br>Employer's Liability insurance in place.<br>HR & Health and safety services provided by BrightSafe & BrightHR.                                      | Existing procedures adequate                                                                   |
| Employer Liability           | Safety of staff and visitors                 | M/H | Employees are provided with training, direction and safety equipment needed to undertake their roles.<br>Staff training undertaken as required and appraisals in place.<br>Lone work policy in place.<br>Risk assessments carried out.<br>Mobile phones issued to grounds and estate staff.<br>Office security in place. | Existing procedures adequate                                                                   |
| Freedom of Information       | Policy provision                             | L   | The Council has a Model Publication Scheme and Freedom of Information Policy in place.                                                                                                                                                                                                                                   | Monitor and report any impacts made under FOI                                                  |
| Data Protection              | Mis-use of information                       | L   | Town Council is registered with the Information Commissioner.<br>.                                                                                                                                                                                                                                                       | Ensure annual renewal of registration (renewal takes place by Direct Debit).                   |
| Council records - Paper      | Loss through theft, fire, damage             | L/M | All records are stored in the Council office.<br>Staff retain building keys. Due to building proximity one Councillor and Alarm Call Out Company also retains keys for emergency use.<br>Land and buildings registered with Land Registry.                                                                               | Damage or theft is considered medium to low risk and existing provision is considered adequate |
| Council records - electronic | Loss through theft, fire, damage, corruption | L/M | The Town Council's electronic records are stored on Office 365.                                                                                                                                                                                                                                                          | Existing procedures adequate                                                                   |
| Members Interests            | Registers of Interests                       | M   | Councillors have a legal duty to complete a form for the Register of Members Interests and keep it up to date within                                                                                                                                                                                                     | Existing procedures adequate                                                                   |

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|                                                   |                                             |     | 28 days of any changes and to withdraw from a meeting in the event of a pecuniary interest.<br>Declaration of Interests is an agenda item for all meetings.                                                                                                                                                                                   | Members have a personal responsibility to declare interests and update their register entries |
| <b>ASSETS</b>                                     |                                             |     |                                                                                                                                                                                                                                                                                                                                               |                                                                                               |
| Asset register                                    | Asset register                              | L   | An asset register is updated as required by the Town Clerk and regularly reviewed. Assets are also inspected throughout the year this can be through a visual or report produced check.                                                                                                                                                       | Existing procedures adequate                                                                  |
| Buildings                                         | Loss or damage                              | M   | Buildings insured.<br>Insurance annual review undertaken for fit for purpose.<br>Reinstatement undertaken by BCH.<br>Regular checks by staff.<br>Queries reported by public or users investigated promptly<br>Alarm systems in place.<br>CCTV covers key buildings.<br>Annual Fire Safety and PAT Testing in place and required H&S measures. | Existing procedure adequate                                                                   |
| Buildings                                         | Maintenance of buildings etc                | M   | Buildings currently maintained. Estates Manager developing a rolling programme for management.                                                                                                                                                                                                                                                | Existing procedures adequate                                                                  |
| Other assets<br>e.g. litter bins,<br>bus shelters | Loss or damage                              | L   | Insured. Insurance to be contacted where applicable.                                                                                                                                                                                                                                                                                          | Existing procedures adequate                                                                  |
| Vehicles                                          | Unable to use due to fire, theft, accident. | L/M | Two vehicles are owned (Truck and van)<br>Comprehensive vehicle insurance in place.<br>Vehicles stored at BVC.                                                                                                                                                                                                                                | Existing procedures adequate                                                                  |
|                                                   | Third party liability                       | L/M |                                                                                                                                                                                                                                                                                                                                               |                                                                                               |